

HHC 26TH INF BDE  
1505 ROOSEVELT AVE  
SPRINGFIELD, MA 01109

HHC 26IB

23 FEB 1999

MEMORANDUM FOR: CDR, HQ 26<sup>TH</sup> IB, ATTN: S-3, 1505 ROOSEVELT AVE,  
SPRINGFIELD, MA 01109

SUBJECT: AWOL Apprehension Policy

1. Ref: BDE memo, SAB, dtd 7feb99.
2. IAW the above listed reference, the following is submitted:

STEP                      ACTION Prior to Drill

1. Contact is attempted routinely during the month by Section SGT's
2. Newsletter sent to last know HOR
3. Sec SGT's attempt telephonic contact with the SM's in Their control NLT the Wed night prior to drill

STEP                      ACTION at Drill if SM is not Present

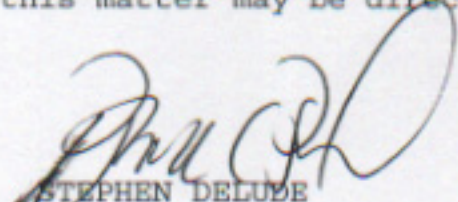
1. SUTA Prior/AFTER/ET or other status for not being present is verified with Unit Clerk/1SG
2. A phone call is made to the SM HOR/work by the First Line Leader (FLL), if SM is there:
  - a. he is told to report
  - b. asked why he did not show
  - c. asked when he will be in
  - d. asked if he needs a ride
  - e. told to document sickness/death/ excuse etc.
  - f. when SM shows up, he may be counseled/written/ verbal by Sec SGT depending on the circumstances
  - g. arrangements are made to make up missed time if necessary
3. If SM Does not show up, or there is no answer:
  - a. several more telephonic attempts are made by First line Leader, then Unit Clerk, then 1SG



4. If there is still no contact:
  - a. A team is dispatched to the SM's HOR/Work, (the team is comprised of either Section members, or a detailed section for general AWOL Apprehension depending on the unit mission).
  - b. if SM is contacted, he is returned to the unit, and counseled by the (FLL) and 1SG. Arrangements to make up his time will be made if so authorized by the Cdr.
5. If there is still no contact:
  - a. Cdr has Unit Clerk Prepare and distribute an Arrest warrant (Usually NLT 2 PM of the 1<sup>st</sup> day SM is AWOL)
  - b. If SM is Picked up by Police he is returned to the unit, and counseled by the FLL, 1SG, and CDR. Arrangements to make up his time will be made if so authorized by the Cdr.
  - c. several more telephonic attempts are made by First line Leader, then Unit Clerk, then 1SG
6. If all contact during an IDT weekend Fails:
  - a. The FLL will attempt to contact the SM until he does and notify the unit if/when he does, the unit contacts the Cdr and follows his guidance (handled on a case by case basis)
  - b. If SM can't be contacted by WED after drill, A certified AWOL LOI is sent to SM's HOR as per regulation, in addition (2) warrants are prepared, one for the SM HOR, the other for his place of Work.
  - c. If there is still no contact the Unit Full Timer's are sent out the following week to attempt contact at HOR/Work.
  - d. All regulations to regain control of the SM's equipment are followed.
  - e. Attempts will be made to contact the SM, the SM's known friends, family, associates, Post Office or the Internet to gain information about his new whereabouts or employment situation by the FTUSP as time permits until the next assembly. This information is passed along to the FLL to assist in contacting the SM.



- f. At this time the unit has exhausted it's resources to contact the AWOL.
7. If this happens again, next drill, the procedure is started again.
- a. If the Soldier has not been contacted or contacted the unit and does not show up for drill, he is usually a non-locatee ie, he has moved and not told anyone, and the appropriate regulations followed for discharge, bonus recoupment, etc, when the SM reaches his 9<sup>th</sup> AWOL.
8. Naturally each situation is unique, and the above outlined procedure is modified to fit the situation.
3. Please let us know the procedures to follow in order to use/integrate the Recruiting and Retention Force into our plan.
4. Questions pertaining to this matter may be directed to SFC PECENAK at 413-737-0966



STEPHEN DELUDE  
CPT, IN  
Commanding